



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

MEMORANDUM FOR SEE DISTRIBUTION

NOV 24 2004

FROM: AFSPC/CC

150 Vandenberg St Ste 1105  
Peterson AFB CO 80914-4020

SUBJECT: Alternative Dispute Resolution (ADR) in Air Force Space Command

1. On 10 Jun 04, the Secretary of the Air Force sent a memorandum to all MAJCOM commanders charging them to make a commitment to use ADR in resolving workplace disputes to the maximum extent possible. Secretary Roche approved AFI 51-1201, *Alternative Dispute Resolution in Workplace Disputes*, 27 Apr 04, to implement ADR policy throughout the Air Force. It is our policy to utilize ADR in resolving workplace disputes whenever and wherever practicable and appropriate.
2. As part of that ADR policy, each major command and each subordinate installation is required to accomplish two objectives in the short term. First, each MAJCOM will appoint an ADR Champion to act as the command focal point for ADR processes, develop a command ADR plan and provide oversight of the command's ADR program. Each installation commander will appoint, in writing, their own ADR Champion to work with the command champion and local leadership. Second, an ADR plan designed to implement the policies in the AFI will be developed by the MAJCOM and each subordinate installation. The ADR Champions will play a key role in plan development.
3. The development of the AFSPC ADR Plan will begin immediately as a coordinated effort involving HQ AFSPC/MS and HQ AFSPC/JA. Installation ADR plan development should involve the personnel community, local unions, JA, EEO and MEO.
4. I support and endorse the Secretary's call for a commitment to promote the use of ADR whenever possible and ask you to do the same. The AFSPC ADR Champion is Mr. John King, HQ AFSPC/MSPCW, DSN 692-3481. He is prepared to work with your installation ADR Champions as you develop your ADR plans.

LANCE W. LORD  
General, USAF  
Commander

Attachments:

1. Distribution List
2. SECAF Memo, 10 Jun 04